



REQUEST FOR PROPOSALS (RFP)

FOR

FINANCIAL AUDIT SERVICES

Issued by:
City of Clewiston
115 W. Ventura Avenue
Clewiston, Florida 33440

September 30, 2015

REQUEST FOR PROPOSALS FOR FINANCIAL AUDIT SERVICES

The City of Clewiston is requesting proposals from qualified firms of certified public accountants to audit the City's financial statements for the fiscal years ending September, 30, 2015, September, 30, 2016, and September, 30, 2017 with the option to renew on a year-by-year basis with the approval of City Commission and the vendor. The City employs approximately 120 fulltime employees providing a wide range of municipal services in the areas of general government, public safety, public utilities, public works and recreation.

These audits are to be performed in accordance with generally accepted auditing standards and Government Auditing Standards issued by the Comptroller General of the United States, the provisions of the Single Audit Act of 1996, and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133.

Proposers may make on-site inspections of any City agency in connection with preparing proposals. The time and extent of such inspections shall be set and coordinated by the Director of Finance.

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the signer.

Questions Concerning Requests for Proposal

Questions concerning any portion of this RFP shall be directed in writing, faxed or e-mailed, no less than five (5) working days prior to the closing date to:

Ted Byrd, Accounting Director
City of Clewiston, Florida
115 W. Ventura Avenue
Clewiston, FL 32720-4608
(863) 983-1484
Fax (863) 983-4055
e-mail: Ted.Byrd@Clewiston-FL.Gov.

Clarification and Addenda

It is incumbent upon each respondent to carefully examine these specifications, terms, and conditions. The City shall not be responsible for any oral representation(s) given by any City employee, representative, or others. The issuance of a written addendum is the **only** official method whereby interpretation, clarification, or additional information can be given. If it becomes necessary to revise or amend any part of this RFP, notice will be given to all prospective proposers who were notified of this RFP. Each proposer shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the RFP shall be made through the Director of Finance.

Proposal Format

This RFP requires a detailed proposal that includes the information as contained on pages 5 and 6 herein. Four (4) copies are required; an original marked "Original" and three (3) copies each marked "Copy". The original proposal must be signed by an official authorized to legally bind

the proposer to its provisions and shall contain a statement that the proposal shall remain valid for at least 90 calendar days from the proposal closing date.

General Conditions

Upon submission of a bid, the bidder hereby certifies on behalf of his company or organization that:

- The bid is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation.
- The bid is not submitted in conformity with any agreement or rules of any group, association, organization or corporation.
- The bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid.
- The bidder has not solicited or induced any person, firm or corporation to refrain from bidding.
- The bidder has not sought by collusion to obtain for itself any advantages over any other bidder or over the City of Clewiston.

Proposal Delivery and Closing Date

All proposals shall be marked "RFP for Professional Auditing Services." The City Accounting Department must receive the original proposal and three complete copies by 3 p.m. on **October 21, 2015**. Proposals received after this time will not be considered. Proposals delayed by the U.S. mail shall not be considered or opened at the public opening. (Faxes will not be accepted). The address for delivery is:

City of Clewiston, Florida
115 West Ventura Avenue
Clewiston, Florida 33440
Attn: Ted Byrd.

Please ensure that if a third party carrier is used (Federal Express, Airborne, UPS, USPS, etc.) that they are properly instructed to deliver the proposal **ONLY** to the Accounting Department. To be considered, a proposal must be accepted in Accounting prior to the RFP closing time.

Incurred Expenses

This RFP does not commit the City of Clewiston to award a contract, nor shall the City be responsible for any cost or expense which may be incurred by the proposer in preparing and submitting the proposal called for in this RFP, or any cost or expense incurred by the proposer prior to the execution of a contract agreement.

Proposal Acceptance/Rejection

The City of Clewiston reserves the right to accept or reject any or all proposals received which in the judgment of the proper officials, is in the best interest of the City.

Disclosure of Proposal Content

All material submitted becomes the property of the City of Clewiston and may be returned only at the City's option. The City reserves the right to use any or all ideas presented in any reply to this RFP. Election or rejection of any proposal does not affect this right.

The City of Clewiston, Florida, is governed by the Public Record Law, Chapter 119, Florida Statutes and that pursuant to Chapter 119, only trade secrets as defined in Section 812.081, Florida Statute shall be exempt from disclosure. In the event that a proposer submits trade secret information, the information must be clearly labeled TRADE SECRET. The City will maintain the confidentiality of such trade secrets to the extent provided by law.

Evaluation and Award of Bid

Each proposal will be rated on various factors as listed below by the City Management Staff. A recommendation will be made to City Commission for vendor selection. The award is expected on or about November 16, 2015.

Awarding of bid shall be based upon, but not limited to, the factors listed below (not necessarily in the order of their importance):

- Price
- Prior business experience with the bidder and other government agencies
- Ability of the bidder to fulfill contract and specifications
- Value added services
- Responsiveness to specifications and conditions set forth in this RFP

The City reserves the right to award the contract to provide the professional auditing services to the proposer which the City deems to offer the best overall proposal. The City has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any or all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the City's best interest to do so.

PROFILE OF THE AUDIT FIRM

A. Qualifications:

1. The proposing firm must be properly licensed for public practice as a certified public accountant in the State of Florida and possess all skills, training, and qualifications required to meet generally accepted governmental auditing standards.

2. The proposing firms should indicate the personnel who would be assigned to this engagement, their role in Clewiston's audit, and the qualifications

- Single Audit - Some grants received by the City require a review under the single audit act.
- Scope of Audit – The preparation of and/or examination of, and an auditor's report on, the City's financial statements in accordance with generally accepted government auditing standards, requirements of the State of Florida and other applicable laws, rules and guidelines.
- Management Letter - The audit shall include a review of internal controls and provide recommendations for improving financial management.
- Copies of Report - The auditor shall furnish 25 copies of the audit report on 8½ x 11 paper appropriately bound.
- Working Papers - All working papers will be retained for a least five years and be available for examination by the City and any appropriate federal or state agencies.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting

significance. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board, as mandated by generally accepted auditing standards, and GASB-34.

AUDITING STANDARDS TO BE FOLLOWED

To meet the requirements of this RFP, the audit shall be performed in accordance with: generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*, the provisions of the Single Audit Act Amendments of 1996, the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non Profit Organizations*.

PROFILE OF THE CITY

Financial Structure. The City's records include the following funds.

1. The General Fund: The principal fund of the City which is used to account for all activities not included in other funds. The General Fund provides for the normal recurring activities of the City such as General Government, Police, Fire, Streets, and Community Development, Mosquito Control and Recreation. All payroll activity for the City is contained in the General Fund.
2. The Enterprise Funds
 - a. The Electric Fund provides transmission and distribution of electricity purchased through the Florida Municipal Power Association to the city and nearby community.
 - b. The Water / Sewer Fund operates the municipal reverse osmosis water treatment plant, transmits and distributes potable water to the city and South Florida Water Management District. It also operates the municipal sewer treatment plant and its collection system.
 - c. The Solid Waste Fund Collects and disposes of the community's Residential and Commercial garbage, trash and horticulture waste.
3. The Grant Fund accounts for the State Library funding for the Hendry County Library Cooperative which is administered by the City of Clewiston.
4. Debt - The City of Clewiston has two (2) outstanding bond issues (Series 2007A for \$8,080,000 and Series 2007B for \$6,468,000) Water and Sewer Revenue Bonds for the construction of the Clewiston Water Treatment Plant. A \$1,414,000 loan for the construction of our Utility / Warehouse facility. A \$400,000 loan for the SE Sewer Expansion project. Two Department of Environmental Protection Loans number 2060400 for \$706,491.57 and 260401 for \$365,808.26 and a EDBG grant repayment of \$324,940.82.
5. The Community Redevelopment Agency Fund. Started October 2007. Has been below base year taxable values since FY 2009.
6. The General Fund Capital Improvement Projects Fund. No balances or use for several years.
7. Annual number of Payroll Checks 3,360
8. Number of Vendors 530
9. Annual Number of Accounts Payable Checks 6,000
10. Annual Number of Business Licenses 480
11. Annual Number of Utility Bills 43,680
12. Approximately 65% of employees utilize direct deposit for payroll checks.
13. Reference Material - Copies of all prior audits, as well as the 2015 and 2016 budget documents, are available for review in the Finance Director's office. Financial records will be made available for inspection during the proposal process. Please contact Ted Byrd, Finance Director, to schedule a review of the records.

12. Fiscal Year/Timing of Engagement - The City's Fiscal Year is from October 1 – September 30. The Finance Director will close the general ledger by November 30.

Additional supporting information will be supplied as necessary. The auditor will be required to provide a client assistance checklist outlining additional information that the City will be expected to provide the auditor. Auditors may be expected to appear before City Council to present a review of their findings.

ASSISTANCE AVAILABLE TO THE AUDIT FIRM

1. Previous Auditor - The 2014 audit was prepared by the firm of Boy, Miller, Kisker, and Perry, P.A. of Clewiston, Florida.

2. City Staff - The Finance Department and staff are available for limited assistance in the engagement. Supporting schedules and analysis may be provided by City staff if the need for such data is known well enough in advance to avoid interference with the normal workload. Interfund reconciliations will be provided by the City. The preparation of confirmations will be the responsibility of the City.

3. Data Processing - The City's general ledger and payroll functions, as well as municipal billing (utility services), use Tyler Incode Software. The City's Building Permits and Business Tax Receipts are provided on hard copy and/or on a personal computer using Excel & Harris software.

4. The City will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to a telephone line.

AUDIT FIRM REQUIREMENTS.

1. The firm must represent that neither the firm nor any employee to be involved in the engagement have a record of substandard audit work.

2. The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

3. Consultants or other firm specialists mentioned in response to this RFP can only be changed with the express prior written consent of the City of Clewiston, which retains the right to approve or reject replacements.

4. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

5. Experience. The proposal should include references from at least three (3) local government clients, who may be contacted for references. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. These individuals may be contacted by the City to provide references.

6. The proposal must contain a work plan to accomplish the audit. The plan should include time estimates for each significant segment of the work and the staff to be assigned. Where possible, individual staff members should be identified, along with their qualifications. Any use of outside specialists should be specified. Commencement of field work prior to the close of the fiscal year is encouraged. A rough draft of the audit must be provided to the Finance Director's Office for review prior to production of the final document.

PROPOSAL FORMAT

All proposals must include the following:

A. Title Page (including name & contact person)

B. Table of Contents

- C. Letter of Transmittal
- D. Profile of Audit Firm
- E. Proposer's Approach to Examination, with break-down of costs.
- F. Total Cost of Services (in a sealed envelope separate from, but together with, the proposal)
- G. Completed Vendor Questionnaire as follows:

Vendor Questionnaire

City of Clewiston Audit Services

Firm Name: _____

Location: _____

How many copies of the proposal are enclosed? _____

Firm's number of Years Experience with Governmental Audits? _____

Select the audit staff available for this assignment:

One Staff Member _____

Audit Mgr and One Staff _____

Audit Mgr and Two Staff _____

Audit Mgr and Three + Staff _____

Of the staff selected above, indicate the average number of years experience with governmental audits. _____

Professional liability insurance in the amount of \$1,000,000 or more? _____

List three local government clients with contact information (who may be contacted for reference):

1. _____	2. _____
_____	_____
_____	_____
_____	_____

3. _____

Total bid price of annual audit? _____ (Detail and break-down included in proposal document)